Significant Developments since the close of the Financial Year

Dr. S. N. Prasad, Director of Archives attended the Executive Committee meeting of SWARBICA held at Srinagar from 6th to 10th April 1978. He also attended the Colloquim on Oral History sponsored by National Archives of Malaysia at Penang from 8th to 11th May 1978 and the General Conference of SWARBICA from 12th-13th May as a representative of the Executive Committee of the International Council on Archives.

The Director also visited the Eastern States viz., West Bengal, Assam, Meghalaya and Arunachal Pradesh to render advice and guidance for formulating proposals for the Sixth Five-Year Plan. In the same connection the Deputy Director of Archives visited Madhya Pradesh and Tamil Nadu.

Shri S. A. I. Tirmizi, Deputy Director of Archives attended a meeting of the Consultative Group to UNESCO Bulletin for Libraries held at Paris on 1st-2nd June, 1978 at the invitation of UNESCO and succeeded in persuading the Group to include Archives in the title of the periodical in as much as Archives constitute an important component of the General Information Programme of the UNESCO.

To familiarize the public in general with our activities the Department organized an "Archives-Week" (7th—13th August, 1978). Apart from holding an exhibition entitled "Our Heritage" it also invited "Open House" visits to Record rooms, Preservation and Conservation branches. About 3,000 people including Vice-Chairman Rajya Sabha, Minister for Education and Social Welfare and other important dignitaries visited the exhibition.

Ministry of Information and Broadcasting has included the making of a documentary film on the National Archives of India in their production programme of 1977-78. The producer Kumari Aruna Vasudeva has since visited the Department twice and the work is making steady progress.

ANDHRA PRADESH

1976-77

Administration : Sri S. Venkataramaiah, I. A. S., continued as the Director, State Archives, Andhra Pradesh Hyderabad. He was assisted by four Assistant Directors.

A proposal was submitted to the Government for the sanction of a separate post of Departmental Record Officer, the status of which may be that of a Deputy Director, to serve as a statewide touring officer for ensuring the proper management of records in Government Departments by regular inspection and advice. The said proposal is under consideration of the Government.

Sanction for the establishment of another regional branch office at Visakhapatnam was accorded by the Government, and accordingly it was established in the Andhra University campus, Waltair.

Budget : During the period under report provision was made for a sum of Rs. 12,03,300 on the non-plan side. In the plan budget a sum

of Rs. 1,81,600 was spent out of a budget provision of Rs. 2,00,000. For 1977-78 a budget provision of Rs. 14,43,600 has been made on the non-plan side and a sum of Rs. 2,00,000 on the plan side.

Building : The Andhra Pradesh State Archives has a building of its own. During the period under report a new Regional branch office of State Archives was established in the Andhra University Campus, Waltair.

Record Management : Nearly 48,498 files of Health, Housing and Municipal Administration Departments were examined and out of these 54 per cent files were marked for retention. No retention schedule was followed, the same is however under preparation.

Research and Reference : 70 scholars availed themselves of the research facilities in the State Archives, while 184 queries from private agencies/individuals were attended to. 4,561 records by government agencies and 4,204 records by research scholars were requisitioned.

Reference Media : The first volume of the 'Mughal Archives' a descriptive catalogue of documents pertaining to the reign of Shah Jahan (1628—1658 A.D.) having a foreword by Dr. Syed Nurul Hasan has been printed and is being released shortly. Work on the listing of Salarjung collection and Guide to the Visakhapatnam District made good progress. During the period under review Cataloguing of Aurangzeb's documents was taken up.

Publication Programme : For promoting scientific and original research in History the Andhra Pradesh State Archives has been publishing a bi-annual journal 'Itihas'. The following issues of the same have been brought out during the period under report.

(a) Itihas Volume 4 No. 1 (January—June 1976).

(b) Itihas Volume 4 No. 2 (July—December 1976).

A brochure entitled 'State Archives, Andhra Pradesh—Two decades of Development 1956—76' has been recently published giving information about the origin and functions of the State Archives.

The Department has also undertaken the programme of publishing the Mackenzie Kaifiyats and Inscriptions of Guntur and Kurnool Districts. The Cataloguing of Microfilm Rolls in possession of the State Archives dealing with the medieval history of Andhra Pradesh made steady progress.

Preservation of Records : 643 sheets were flattened, 35,035 sheets repaired, 35,605 sheets guarded and 430 books were bound.

Photo-Duplication : The State Archives has its own Microfilming Unit. During the period under review 930 microfilm negatives, 3,057 microfilm positives, 14 enlargements, 47 photocopies and 1,501 Xerox copies were made.

Library : About 80 books were acquired during the period under review.

Training : Two Archivists of this office were deputed for training in Archives Keeping at the National Archives of India, New Delhi.

Budget : The Record Branch being a part and parcel of Secretariat Administration Department there is a practice to make consolidated budget provision for the Department as a whole. Figures for Record Branch exclusively are therefore not available.

Building : The staff as well as Records are accommodated in Government buildings.

Record Management : Records of the Government Departments pertaining to Appointment, Home, Revenue and T.A.D. were appraised, out of which 12 per cent of records were marked for retention. No retention schedule was followed while examining the records.

Research and Reference : In all 25 scholars availed themselves of the research facilities. While 186 records by government agencies and 2,501 records by research scholars were requisitioned.

Reference Media : Preliminary work on Reference Media was taken up.

Publication Programme : The programme for publication is proposed to be taken up as soon as the State Archives is set up.

Preservation of Records : 120 records were flattened, 370 sheets were repaired and 180 volumes were bound.

Photo Duplication : The State Archives does not possess a "Microfilming Unit" of its own.

Library : 148 books were acquired during the period under review.

ASSAM
1977-78

Administration : The Archives (Assam Secretariat Record Office) is headed by the Keeper of Records, assisted by the following staff :—

Upper Division Assistants	3
Lower Division Assistants	4 (Sanctioned posts—7)
Typist	1
Record Suppliers	5 (Sanctioned posts—8)
Record Sorters	2
Record Menders	4
Record Cleaner	1
Binder	1
Daftry	1
Gate Keeper	1
Peon (weeding)	1
Peons (Record Room & Office)	6
Night Watchman	1